



**POSITION:** Mechanical Project Manager

**DEPARTMENT:** Mechanical Engineering

**REPORTS TO:** Mechanical Department Head

**CLASSIFICATION:** Full Time, Exempt

**SUMMARY:** Responsible for managing and performing the study, design, and/or construction administration of multi-disciplined engineering projects for commercial, institutional, and industrial facilities, and for developing and maintaining client relationships.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Mechanical Engineering (40%)**

- Direct projects that may include master planning, existing facility evaluations, feasibility studies, design, cost estimating, and similar technical functions.
- Identify design concepts and provide technical direction for the design of mechanical systems with a focus on energy efficiency and sustainability.
- Prepare reports, plans, and specifications for assigned projects in compliance with applicable codes, accepted engineering practices, and owner's project requirements.
- Provide construction administration services.
- Support the development of company standards.

#### **Project Management (40%)**

- Plan, schedule, and coordinate the technical and management aspects of projects.
- Establish project budgets and schedule, and monitor staff productivity.
- Direct and coordinate project staff.
- Provide oversight for construction administration and discipline coordination.
- Manage project backlog forecast.
- Review and approve client billings.

#### **Contracting (10%)**

- Prepare project fee proposals.
- Negotiate fees with client for scope of services.

#### **Marketing/Client Management (10%)**

- Maintain regular contact with assigned clients.
- Assist Marketing with Requests for Proposals, including team formation, sample projects, client references, and narratives.
- Participate in Marketing meetings and attend networking events.

- Provide project information to Marketing at project kickoff and closeout.

#### **QUALIFICATIONS AND EXPERIENCE:**

- This position typically requires a Bachelor of Science degree in Mechanical Engineering and over 6 years of experience in consulting engineering, including:
  - The study, design, and construction administration of building mechanical systems
  - A variety of facility types including K-12 and higher education, government office buildings, laboratories, medical facilities, data/communication centers, sports facilities, aquatic centers, and central plants
  - Design and implementation of sustainable construction practices
  - Working with multi-discipline projects
  - Management of a project team
- Professional registration in the state of Oregon is required.
- LEED accreditation is desirable.
- Experience in a professional office environment is required.
- A demonstrated ability to prioritize and handle multiple tasks
- Attention to detail and a high level of accuracy in preparing and entering information
- Excellent interpersonal skills
- Effective organizational and written skills
- Must be self-starter.
- Computer skills include management level knowledge of AutoCAD and Revit; the MS Office suite; Adobe Acrobat; SharePoint; and internet
- Preferred personal attributes, including but not limited to:
  - Personable, presentable, and articulate
  - Sound work ethic
  - Honest, trustworthy, and dependable
  - Respectful
  - Cultural awareness and sensitivity
  - Ability to think creatively

#### **WORK CONDITIONS**

##### **Physical Demands**

Occasional lifting and carrying, up to 20lbs

Typing/computer work, more than 80% of the time

Sitting, standing, walking, use of ladders and lifts

Ability to perform offsite in various working conditions, including heat, cold, rain, and snow.

##### **Mental/Visual Demands**

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

##### **Work Hours & Expectations**

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Time off to be coordinated with work team and project schedules. Occasional overtime may be necessary as workload dictates. Employees are expected to perform all duties as assigned.

**Background Screening**

Background screening may include previous employment, education, criminal history, and driving record verification.